

Appendix to OR 360-2009-3

Procedures for Hazardous Weather Determinations

State Office and field offices in the Portland Metropolitan (Washington, Clackamas and Multnomah counties) Area

During Normal Business Hours (7:30 am – 4:00 pm): If hazardous weather begins during normal working hours, the State Conservationist and other Agency Directors or their actings will confer to decide on the possibility of early dismissal or office closing. The Director, National Water and Climate Center or acting Director will provide advice on the weather forecast and potential for increasing hazardous weather. Decisions on office closing or early dismissal will be announced directly to agency staffs. The State Administrative Officer, NRCS Oregon, or the acting SAO will then notify the Director, West Remote Sensing Laboratory if on travel of the decision so that he may notify his contract staff. The SAO will also post the decision on the NRCS Oregon Emergency Hotline (1-866-856-1920 ext.8).

Hours Other Than Normal Business Hours (4:00 pm – 7:30 am): If weather conditions become hazardous during non-business hours, the State Conservationist and Agency Directors or their actings will consult with one another to determine if the offices located in the 1201 Lloyd Building will be closed or if the office is open and late arrival is encouraged for employees and make a decision prior to 6:00 am if possible. The NRCS Oregon State Administrative Officer or acting SAO will be notified of the decision, and post the decision to close the office on the USDA Group Voicemail Box for the 1201 Lloyd Building employees and the NRCS Oregon Emergency Hotline (1-866-856-1920 ext.8) and contact the Director, West Remote Sensing Laboratory. The SAO or acting SAO will also then notify the Oregon Federal Executive Board (FEB) for posting on either the OFEB website, http://www.bdiweb.org/oregon.feb.gov/ofeb_pages/ofeb_hazardousweather.htm or at 503-326-3030. See the screen prints below of the OFEB site and the location of the agency closure information on that site. Decisions by the State Conservationist or Agency Director or their actings to close the state office will be based in part on the federal agency closure information provided by the OFEB and whether there has been a request by state, county or local law enforcement for drivers to stay off the roads. In addition, the other USDA agencies in the building should be consulted to determine their decisions as to closure of their offices. The standard policy will be that if the roads are passable, the 1201 Lloyd Building agencies will be open; however, supervisors will apply a liberal leave policy when an employee feels that road conditions are too hazardous to chance a commute to the office.

The decision to close the 1201 Lloyd USDA agencies will most likely only be made if conditions in the Portland Metropolitan area are so extreme that law enforcement agencies are urging that everyone stay off the roads and mass transit is shut down.

If the decision to shut the office due to these conditions is made prior to the start of the workday, according to the NRCS General Manual, employees will be granted administrative leave for the entire day, even if conditions improve and even if they are on scheduled leave. "Liberal leave" in cases of hazardous weather is defined as either annual or credit leave that will be assumed to be approved by the employee's supervisor due to the employee's desire not to travel in hazardous weather conditions. However, the supervisor must be notified as soon as possible of the decision to take leave, and it cannot be granted for more than one day (8 hours) at a time.

For Field Offices Outside the Portland Metropolitan (Washington, Clackamas and Multnomah counties) Area

During Normal Business Hours (7:30 am – 4:00 pm): If hazardous weather begins during normal working hours, the Basin Team Leader and District Conservationist or their acting will confer to decide on the possibility of early dismissal or office closing. Decisions to close should be coordinated with the LFAC and based on driving conditions and whether state, county or local law enforcement have requested vehicles stay off the road. If roads are passable, the field office should remain open; however, supervisors will apply a liberal leave policy when an employee feels that road conditions may be come too hazardous to delay their commute. Decisions on office closure or early dismissal will be coordinated with other Service Center agencies through the LFAC. The Basin Team Leader will notify the NRCS Oregon State Administrative Officer or acting SAO of the decision. Stand alone offices should coordinate any decision with their first level supervisor before a decision is made, and then notify the SAO or acting SAO of their decision.

Hours Other Than Normal Business Hours (4:00 pm – 7:30 am): If weather conditions become hazardous during non-business hours, the Basin Team Leader and District Conservationist or their acting will confer to decide on the possibility of a delayed start or office closure. Decisions on office closure or early dismissal will be coordinated with other Service Center agencies through the LFAC. The District Conservationist will notify the impacted NRCS staff prior to 7:00 am if possible. Decisions to close or for a delayed start should be based on driving conditions and whether state, county or local law enforcement have requested vehicles stay off the road. If roads are passable, the field office should be open; however, supervisors will apply a liberal leave policy when an employee feels that road conditions may be hazardous to complete their commute. The Basin Team Leader will notify the NRCS Oregon State Administrative Officer or acting SAO of the decision. Stand alone offices should coordinate any decision with their first level supervisor before a decision is made, and then notify the SAO or acting SAO of their decision.

Procedures for Placing a Group Message on Shortel Voice Mail System

Sending a group Voicemail message to USDA, 1201 Lloyd employees: While in the ShoreTel Voicemail system, Send a message press 2, Record message and press # key

At the "Enter Extension or System Distribution Listing"

Enter one of the following for the group:

Group	List Number
WNTSC	2603

NRCS 2623
RD 2624
WCC 2625
WRS� 2621
OCIO 2622
All NRCS Lloyd Bldg 2626

For Building emergencies 2626 is the Distribution list
for WCC, OCIO, NRCS State Office, WNTSC and WRS�

**Procedures for Placing a Message on Voice Mail System for NRCS Oregon
Emergency Hotline**

- The greeting recording cannot be more than 30 seconds.
- Call the Ontario Service Center 1-866-856-1920
- When the Auto Attendant greeting begins, **PRESS 9 2 5 0**
- You'll hear the name of the mail box, "NRCS Oregon Emergency Hotline"
- Then you will hear "Remember 1 for yes, 2 for no. There are no (or however many) new messages. Would you like to leave any messages?" **PRESS 2.**
- You will then hear "Would you like to access your setup options?" **PRESS 1**
- You will then hear "Would you like to change your greetings?" **PRESS 1**
- You will then hear "Your current greeting is...(and you will hear the greeting). Would you like to switch to your alternate greeting?" **PRESS 2**
- Then you will hear "Record now" **SAY YOUR MESSAGE**
- You will then hear your message back, and you will be asked if you want to change it. From then on, just keep **PRESSING 2** through a series of questions until you get to the "See you later" and then hang up.

Decision Table for Granting Leave in Hazardous Weather Conditions

IF	AND	THEN
Hazardous weather conditions develop during business hours,	The decision is made to close the office,	Employees code the portion of their normal workday hours that they were absent as working hours and they should note in the comments the time period that was "excused absence"

		due to early dismissal.”
Hazardous weather conditions develop during business hours,	The decision is made to leave the office open,	Liberal leave policy in effect. Employees must follow normal procedures to take annual or credit leave.
Hazardous weather conditions develop prior to business hours,	The decision is made to close the office,	Employees given admin leave. Can only be granted one day at a time for no more than 8 hours.
Hazardous weather conditions develop prior to business hours,	The decision is made to open the office,	Liberal leave policy in effect. Employees must notify their supervisor if they decide to take annual or credit leave.

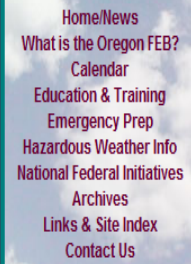
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Address <http://www.bdiweb.org/or> Go File Edit View Favorites Links




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Policy Committee
Administrative Services
Emergency Preparedness
Shared Neutrals/ADR



Combined Federal Campaign



USA.gov
Government Made Easy



USAJOBS



USA LEARNING
Advancing Research & Learning



U.S. Department of Homeland Security




Hazardous Weather Updates


Features

- Hazardous Weather Updates:**
 - National Weather Service
 - OFEB Hazardous Weather Guidance Policy
 - Local Federal Work Schedules
 - Portland City-Wide Inclement Weather Closures
- Contacts In Case of a Local Emergency**


24-hour weather info:
National Weather Service
503.261.9246
162.55 megahertz



Mt. St. Helens Updates



READY.GOV
From the U.S. Department of Homeland Security



Are You Ready?
PrepareOregon.org

Oregon Federal Executive Board Emergency/Hazardous Weather Guidance Policy

Liberal Leave or Office Closure

The OFEB will serve as a central point for gathering and sharing decisions with regard to federal agency liberal leave or office closure information during broad emergency situations or potentially hazardous weather in Oregon and SW Washington. This will be done by consulting a core group of key local federal leaders and then reporting their decisions via the OFEB website, phone line and e-mail, beginning at 5:00 a.m. or within one hour following an incident. If Internet or telephone service is disrupted, local news radio stations will be informed. As federal agencies report back to us their condition, we will continue to deliver updates on the established communication

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Address <http://www.bdiweb.org/or> Go File Edit View Favorites »

egov
FEDweek
GovExec
FEDERALTIMES

2060 (policy updated 12-07).

24-hour weather info: National Weather Service 503.261.9246 162.55 megahertz	Oregon traffic info: Oregon Department of Transportation In Oregon, dial 511 Outside OR, 503.588.2941	Washington traffic info: Washington State Dept. of Transportation In Washington, dial 511 Outside WA, 360.905.2000
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Portland city-wide inclement weather closures: www.pdxinfo.net

Please verify your office work schedule with your agency.

Agency Information Listed Here

Federal Work Schedules Due to Hazardous Weather

If hazardous weather conditions develop overnight, work schedule updates for federal agencies in Oregon and SW Washington will be listed below starting at no later than 5:00 a.m.:

Agency	Location	Status
No reported delays		

Please note the OFEB's Emergency/Hazardous Weather Guidance Policy above.

To report the status of a federal agency not shown or update the info above, contact Jeff Sargent at 503.326.3030 or jsargent@pcez.com.

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Federal Executive Board
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